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# Faculty Handbook



**Revised: February 21, 2023**

**Averett University  
Danville, VA**

Approved by Academic Council 2/21/23

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decision either to make an offer to one of the finalists, ask the committee to submit more names for on-campus interviews, or postpone the search. If an offer is made to a candidate, that will be done by the Vice President for Academic Affairs, who will be responsible for making the offer and for any negotiating, especially concerning rank and credit towards tenure consistent with sections 4.7 and 5.5. For persons tenured with teaching experience at an accredited college or university, the Averett pre-tenure period may be negotiated to as few as four years.

#### *4.8.3 Recruitment of Adjunct Faculty*

Adjunct faculty must meet all of the same criteria as full time faculty for teaching the courses to which they are assigned. The Vice President for Academic Affairs will acquire and maintain all transcripts and supporting documentation with the assistance of the HR Office. The recruitment decision is initiated by the department chair, in consultation with appropriate faculty, and then approved by the Vice President for Academic Affairs.

All adjunct and part-time teaching loads are limited to no more than nine credit hours per semester, and six credit hours in summer sessions.

### 4.9 Faculty Contracts

#### *4.9.1 Contractual Responsibilities*

The signed acceptance of a full-time, annual teaching contract at Averett University implies adherence to both the Averett University Employee Handbook and Faculty Handbook, and commitment to the following basic duties and responsibilities of all members of the faculty:

Full-time service to the University for generally nine months (the Monday of the school kickoff/faculty workshop in August to the Friday after graduation in May), although faculty are strongly encouraged throughout the year to stay connected to the University through checking email at least weekly, reading Coffee Break and Cougar Connect, and keeping the department chair advised if one is travelling. In addition, advisees and graduates may be in contact for recommendations and other assistance. There also may be need for some consultation by a faculty chair, division chair, or other administrator;

Teaching 24 semester hours or their equivalent (not including independent study);

Coordinating the mentoring, academic development, and course of study for formally assigned student advisees;

Attendance at Averett University faculty meetings, convocations, faculty workshops and graduations; permission to miss any of these events may be granted by the Vice President for Academic Affairs for significant reasons. Faculty are strongly encouraged to attend athletic, cultural, and other co-curricular events in a manner that demonstrates interest and support of student activities;

Availability to colleagues and students during adequate, regularly-scheduled office hours; Faculty will be paid in 12-month framework (Faculty with nine-month contracts may elect to be paid in a nine-month framework).

#### *4.9.2 Contracts*

Employment of all faculty members shall be by formal written contract, signed by the President or his or her designee of the University and the individual faculty member. Two copies are to be executed, one for the faculty member and the other to be returned to the President or his or her designee by the date specified on the contract.

**Text message and email  
communication  
between Chapman, Averett HR,  
Dr Cline, Dr Beach, and other  
coworkers**